

**NEW MEXICO JUDICIAL BRANCH**

**OUTSIDE EMPLOYMENT NOTIFICATION FORM**

**Reference - Outside Employment NMJBPR Section 11 & NMJBPRWE Section 8**

**Employee Name:** \_\_\_\_\_

**Outside Employer**

Name of outside employer: \_\_\_\_\_

Duties I will be performing in outside employment: (Additional sheets may be attached, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours in which I anticipate being scheduled for outside employment (Example, Sat, 10-4):

\_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Administrative Authority Receipt**

Administrative Authority Name: \_\_\_\_\_

As Administrative Authority, I have evaluated this notice of outside employment.

\_\_\_\_\_ **Yes, I approve this request.** \_\_\_\_\_ **No, I disapprove this request.**

Administrative Authority Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dev: 8/25/05

**Outside Employment Policy & Notification Form**

**Inquiries:** Administrative Office of the Courts, Human Resources Division

827-4937 or 827-4810

**Distribution:** All employees of the New Mexico Judicial Branch

**Retain Until Superseded**